

CARDHOLDER TRANSACTION LOG

EXHIBIT B

Cardholder Name: _____

Order Date	SUPPLIER/CONTACT/ PHONE#	QUANTITY/ DESCRIPTION	ACCOUNT CODE NUMBER	COST/ CREDIT	DELIVERY COST	SALES TAX	TOTAL TRANSACTION AMOUNT	DELIVERY DATE	RECON TO BANK STMT

The Transaction Log is the key to managing and controlling the Purchaser Card Program. All purchases and credits must be recorded on the Transaction Log. When the monthly memo bank statement is received, each charge/credit is to be verified with the Transaction Log. The cardholder’s immediate supervisor must review the Transaction Log and memo Bank Statement. To document this review, the reviewer is to sign and date the Transaction Log and memo Bank Statement.

Cardholder Signature

Date

Cardholder Manager
Review Signature

Date